**Form XXV**

**[See Rule 82(2)]**

**Annual Return Of Principal Employer To Be Sent To The Registering Officer**

Year Ending 31st December………….

1. Full name and address of principal employer……………..

2. Name of the establishment-

(a) District…………

(b) Postal address…………….

(c) Nature of operation/ industry/work carried on………..

3. Full name of the manager or person responsible for supervision and control of the establishment……………

4. Number of contractors who worked in the establishment during the year (Give details in Annexure)………………

5. Name of work/operation on which contract labour was employed………….

6. Total number of days during the year on which contract labour was employed…….

7. Total number of man days worked by contract labour during the year…………

8. Maximum number of workmen employed directly on any day during the year…………………..

9. Total number of days during the year on which direct labour was employed………..

10. Total number of man days worked by direct employed workmen………………

11. Change, if any, in the management of the establishment, its location, or any other particulars furnished to the Registering Officer, in the application for registration indicating also the dates.

................................

Principal employer.

Place…………..

Date…………..

**ANNEXURE TO FORM**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name and address of the contractor |

|  |
| --- |
| Period of Contract |
| From | To |

 | Nature of work | Maximum number of workers employed by each contractor | Number of days worked | Number of man-days worked |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|  |

**1[ANNEXURE “A”**

**[Rule 38 (1)]**

|  |  |  |
| --- | --- | --- |
| Serial Number | Officers | Headquarters of the Officers |
| 1 | 2 | 3 |
| 1. ALC (C)  | Delhi  | Delhi |
| 2. RLC (C)  | Ajmer  | Ajmer |
| 3. ALC (C)  | Ajmer  | Ajmer |
| 4. ALC (C)  | Adipur  | Adipur |
| 5. RLC (C)  | Asansol  | Asansol |
| 6. ALC (C)  | Asansol  | Asansol |
| 7. RLC (C)  | Bombay  | Bombay |
| 8. ALC (C)  | Bombay  | Bombay |
| 9. ALC (C)  | Nagpur  | Nagpur |
| 10. ALC (C)  | Vasco-De-Gama  | Vasco-De-Gama |
| 11. RLC (C)  | Calcutta  | Calcutta |
| 12. ALC (C)  | Calcutta  | Calcutta |
| 13. RLC (C)  | Gauhati  | Gauhati |
| 14. RLC (C)  | Dhanbad  | Dhanbad |
| 15. ALC (C)  | Dhanbad  | Dhanbad |
| 16. ALC (C)  | Chaibasa  | Chaibasa |
| 17. ALC (C)  | Hazaribagh  | Hazaribagh |
| 118. RLC (C) | Hyderabad  | Hyderabad |
| 19. ALC (C)  | Hyderabad  | Hyderabad |
| 20. ALC (C)  | Vijayawada  | Vijayawada |
| 21. ALC (C)  | Visakhapatnam  | Visakhapatnam |
| 22. RLC (C)  | Jabalpur  | Jabalpur |
| 23. ALC (C)  | Jabalpur  | Jabalpur |
| 24. ALC (C) | Raipur  | Raipur |
| 25. ALC (C)  | Shahdol  | Shahdol |
| 26. RLC (C) | Kanpur  | Kanpur |
| 27. ALC (C)  | Kanpur  | Kanpur |
| 28. RLC (C)  | Chandigarh  | Chandigarh |
| 29. RLC (C)  | Bhubaneshwar  | Bhubaneshwar |
| 30. ALC (C) | Bhubaneshwar | Bhubaneshwar |
| 31. RLC (C)  | Madras  | Madras |
| 32. ALC (C)  | Madras  | Madras |
| 33. ALC (C)  | Emakulam  | Emakulam |
| 34. RLC (C)  | Bangalore  | Bangalore |
| 35. ALC (C) | Bellary  | Bellary |
| 36. ALC (C)  | Dehradun  | Dehradun |
| 37. ALC (C)  | Rohtak  | Rohtak |
| 38. ALC (C)  | Jagdalpur  | Jagdalpur |
| 39. ALC (C)  | Jaipur  | Jaipur |
| 40. ALC (C)  | Kolar Gold Fields | Kolar Gold Fields |

*1.Ins. by G.S.R., 657, dated 11th August, 1987 (w.e.f. 22nd August, 1987).*

**APPENDIX II**

**CONTRACT LABOUR (REGULATION AND ABOLITION) CENTRAL RULES, 1971-CONSTRUCTION AND MAINTENANCE OF CRECHES**

**Notification No. S.O. 143 dated 8th September, 1972**.**1**-In the exercise of the powers conferred by Cl. (iv) (d) of sub-rule (2) of rule 25 of the Contract Labour (Regulation and Abolition) Central Rules, 1971, the Chief Labour Commissioner (Central), hereby specifies the standard of construction and maintenance of creches as under:

**1. Locations. -**A creche should be located within 50 metres of every establishment where twenty or more women are ordinarily employed as contract labour. While the creche should be conveniently accessible to the mothers of the children accommodated therein, it should not be situated in close proximity to establishment where obnoxious fumes, dust or odors are given off or in which excessively noisy process are carried on.

*1. Published in the Gazette of India, dated 13th January, 1973, Pt. II, Sec 3 (ii), p. 158.*

**2. Building. -**

(i) The creche building should be constructed of heal resisting materials and roof should be rain-proof.

(ii) While in towns it may be built of bricks walls with cement of lime plaster, in rural areas it may be built of mud with mud plaster. In either case, the flooring and walls up to a height of 3 feet should have cement surface.

(iii) The height of rooms should not be less than 20 ft. from the floor to the lowest part of the roof.

(iv) The rooms should be provided with necessary doors and windows for securing and maintaining adequate light and ventilation by free flow of air.

(v) The building should be periodically inspected in order to see that it is safe and is being maintained under sanitary conditions.

(vi) The creche will be kept open at all times both by day and night, when women employees are working.

**3. Accommodation. -**

(i) Accommodation in the creche should be on a scale of atleast 20 sq ft. of floor area per child.

(ii) There should be a shady open air play-ground suitably fenced for older children.

**4. Amenities. -**

(i) Cool and wholesome drinking water should be available for the children and the staff of the creche. Children below 2 years of age should be fed with atleast l/2 pint of pure milk child per day. Children above 2 years of age should be given wholesome refreshments.

(ii) Convenient and suitable arrangements should be made for the working mothers to feed their children below 2 years of age during the intervals.

(iii) There shall be a kitchen attached to the creche with utensils and other facilities for bottling milk and preparing refreshments, etc. -

(iv) The children as well as the staff of the creche should be provided with suitable uniforms for wear at the creche.

(v) There should be a suitable bathroom adjoining the creche for the washing of the children and changing their clothes. Wash basins or similar vessels also be provided at the rate of one for every four children. There should be arrangements for supply of water at the rate of 6 gallons per child per day. Adequate supply of clean towels and soaps should be available at the creche.

(vi) Adjoining the bathroom there shall be a latrine for the exclusive use of the children of the creche. The number of seats in the latrines shall be at the rate of one for every 15 children. Separate latrines should be maintained for the use of mothers and creche staff at a distance of not less than 50 ft. from the creche.

**5. Equipments. -**The creche should have the following equipments at the rate of one for each child-

(i) Cradles or cots,

(ii) Beds or mattresses,

(iii) Cotton sheets,

(iv) Rubber sheets (for children below 3 years),

(v) Blankets,

(vi) Pillow with covers.

**6. Staff. -**Every creche should be in charge of a woman with midwife qualification or training as creche attendant. Where the number of children exceeds ten, the creche attendant should be assisted by female ayahs at the rate of one ayah-

(a) For every 5 children upto one year;

(b) For every 10 children upto three years; and

(c) For every 15 children upto three years.

The ayahs should not be less than 30 years of age and should have knowledge and training in the handling of children.

**7. Working hours. -**The working hours of the creche should correspond to the working hours of the mothers. It may have to work into shifts if the women are employed in two or more shifts, spread over a period of exceeding 8 hours a day. Where the creche works in shifts different staff should be employed to work in two shifts.

**8. Medical attention. -**

(i) The creche should have first-aid equipments kept in proper condition.

(ii) Every child should be medically examined before admission. There should be medical checkups of the children once a month and thein weight recorded once a month.

(iii) A record of the periodical medical check-up and weighment should be entered in the record of medical examination of each children at the creche.

**9. Maintenance of records.-**The creche should maintain the following records upto date-

(i) Records of medical examination of children in Form “A”,.

(ii) Attendance register of children in Form “B”.

**10. Inspection of creche. -**A creche may be inspected at any time by an inspector under the Act or any officer authorised by the Central Government for the purpose.